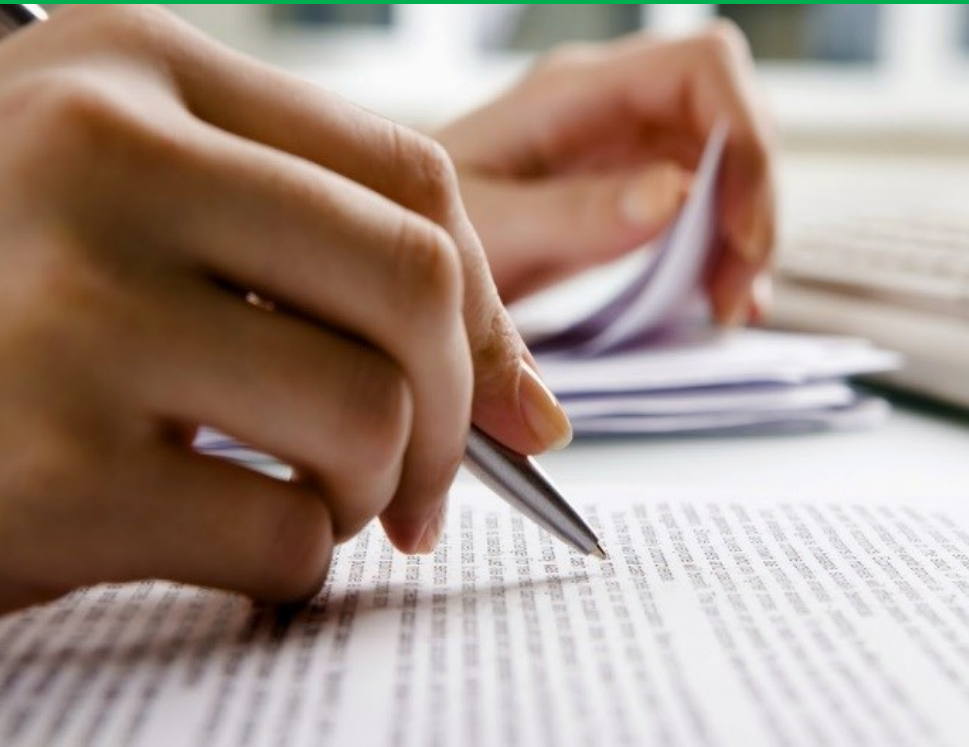


MEETING AND GOVERNANCE SOLUTIONS



Taking Notes, Creating Minutes Workshop Information Pack Queenstown Monday 10 February 2025



Steve McDowell
Meeting and Governance
Solutions Limited

1. Workshop Purpose

To provide practical, interactive, and in-depth training on effective note taking leading to the formation of quality and accurate minutes. The workshop outcomes include:

- Identify the link between effective note taking and development of the formal minutes document.
- Demonstrate capability on how to follow the proceedings of a meeting so that you know what notes to take;
- Capability to use tools, techniques and strategies to take effective notes and turn those notes into quality minutes;
- Confidence in the professional administrative role of the person responsible for the minutes of a meeting; and
- Understanding of the roles that are present in meetings and how to support those roles e.g. the chairperson.

2. Meeting and Governance Solutions Limited

MAGS is a company with extensive experience in working with governance and management groups of organisations to develop capability in report writing, meeting management, minute taking, effective governance, strategic planning and organisational design and development.

Vern Walsh and Steve McDowell are the principals of the company and have experience of both governance and management roles in organisations.

Vern and Steve have chaired boards, undertaken mediation, designed and delivered training on effective governance to elected members and to the management teams that support the political side of the council. The following areas of work that MAGS has been involved in are relevant to taking notes at meetings and creating minutes are:

- Chairing and meeting participation coaching and mentoring
- Analysing meeting performance and developing improvement strategies
- Understanding the process for making good decisions
- Training and coaching to increase elected member effectiveness.
- Meeting and workshop facilitation
- Governance and management roles and responsibilities workshop
- Governance support staff training and development.
- Report writer training

Steve will be the workshop facilitator. He has extensive experience in taking minutes and training with minute takers.

3. Course Details

Time: 9.00 am to 2.30 pm

Date: Monday 10 February 2025

Venue: Council Chamber, Queenstown Lakes District Council, 10 Gorge Road
Queenstown

We provide you the following:

- Pre workshop preparation material
- Workbook
- Post-workshop – Word version of workbook templates
- Morning tea and lunch

Workshop fee: \$675 + GST per person

To register

Complete the registration form and return to steve@meetinggovernance.co.nz

4. Who should attend?

- Governance Professionals / Committee Advisors
- Executive Assistants / Personal Assistants
- Staff responsible for producing minutes – staff meetings, project team meetings, public meetings etc.

5. Workshop Programme

9.00am	Welcome and introductions
9.15 am	Session One - Overview Roles and responsibilities at meetings; key words; reviewing a set of minutes.
10.45 am	Session Two – Taking Minutes Benefits of quality minutes, why take minutes, types of minutes, legislation and meeting rules from a minute taker’s perspective. Notes and minutes – what to record; the five “W’s” and four central points; templates; tactics and tips for note and minute taking; note taking – translating notes to minutes; common problems and solutions; decisions at meetings.
10.30 am	Morning Tea
10.45 am	Session Two – Taking Minutes Continued
11.15 am	Session Three- Putting it into Practice Practical minute taking exercises
12.30 pm	Lunch
1.00 pm	Session Four – Next Steps Top tips; checklist; changes you can make for minute taking; action plan and role matrix.
2.30 pm	Close

6. Recent Testimonials for “Taking Notes, Creating Minutes” Course

Steve is a great facilitator. Engaging content, funny and interesting to listen to. Highly recommend. Very helpful and informative training. Thank you. Maria Bullen, Far North District Council

I loved the taking notes, creating minutes course. It clarified a lot of items I’ve never been clear about. Hinemoana Durie. Aorangi Marae.

A dynamic course for beginners to seasoned ‘takers’ that will amplify your effectiveness and drive productivity adding genuine value to your team. Sandy Mason, Waikato District Council

You’re a gem, thanks for the tips. They’ll save me a lot of time and stressing. Laura Bruce, Nelson

Highly recommend to someone needing to do minutes. Even when you have done this for many years without any official training there is a lot to take away from this course – very beneficial. Michelle Joubert

7. Meeting and Governance Solutions Contact Details

Steve McDowell, Director, MAGS, is the workshop facilitator and can be contacted at:

Mobile: 027 6273606

Email: steve@meetinggovernance.co.nz